



# PROVIDER REQUEST FOR EDUCATION COURSE APPROVAL

• Print or Type

Name of Provider	Name of Contact	
Street or Other Mailing Address	Instructor	
City, State, Zip	Telephone Number	Fax
Course Title		
Course Objective		
Intended Date(s) of Course Offering	Location	
Total Number of Classroom Hours Allocated for Instruction	Total Number of Classroom Hours Allocated for Exam	

I hereby certify that all information contained herein is true and accurate to the best of my knowledge.

Signature

Title

Date

**INSTRUCTIONS:** This application must be filed with the Property Tax Administrator by an education provider applying for approval of a continuing education activity at least 90 days prior to the first scheduled class session. The Property Tax Administrator may waive the 90-day approval period. The Property Tax Administrator will approve courses which will contribute to the maintenance and improvement of the quality of assessment and appraisal and be offered by an approved provider.

**Please include the following with the above application:**

- Detailed course outline or syllabus
- All texts, workbooks, handouts, or other course material
- Course examination (if applicable)
- Description for procedure for measuring and validating attendance
- Copy of proposed certificate of completion, including course hours, name of applicant, instructor or proctor, provider program name, and date(s) of program
- Copy of student evaluation form for course and instructor

**Send completed form to:** Nebraska Department of Revenue, Property Assessment Division, 1033 "O" Street, Suite 600, Lincoln, NE 68508  
or FAX to 402-471-5993

FOR INTERNAL USE ONLY

Date Received

<input type="checkbox"/> Approved	First date course may be offered
<input type="checkbox"/> Denied	
If denied, reason: _____	Course Identification Number
_____	

Education Coordinator Signature

Date

Property Tax Administrator Approval

Date